MSEd in Instructional Technology
Professional Portfolio

Overview of Personal Statement and Goals Statement

Personal Statement

This section of your portfolio should be a written reflection on <u>your development as an instructional technology professional through this MSEd program</u> and how the articles you've selected to submit demonstrate your knowledge, skills, attitudes, and experience.

The criteria for assessment are:

- Reflects on personal growth as IT professional
- Reflects on MS program and impact on professional development
- Draws on literature in the field
- Summarizes program experiences
- Integrates areas of mastery and artifacts selected

Some questions you may ask yourself as you prepare to write your personal statement include:

Who am I as an IT professional?
- Define yourself
- Provide a summary of your professional experiences

What is important to you as an IT professional?

What kind of an IT professional are you?
What roles do you see for yourself? (collaborator, leader, teacher, manager, evaluator, designer, developer, researcher/scholar, etc.)
How are you guided by professional ethics and standards?

What are your beliefs about … ?

teaching and learning, instructional design, technology, technology-based learning, issues of diversity?

How do your beliefs and professional characteristics link to your development during your time as an IT student? How have your program experiences contributed to that development?

How do the items you've selected reflect the above?

Drawing on the six areas of mastery, what are your strengths - use items as examples? What is your expertise? What areas do you want to continue to develop (could set the stage for the Goals Statement to follow). How will continue your life-long learning?

Goals Statement

In this section of the portfolio you will draw on your personal characteristics, values and beliefs to define a vision for your career and outline a series of goals to support that vision.

Ask yourself:
What do you want? What ideal job do you have in mind? Why would you be good at it? What knowledge, skills, attitudes and experiences are important? How will you know when you get it?

Elements to include

Vision/Statement of Purpose - Using your personal statement and further self-reflection, identify the values, principles, and beliefs you consider most important to your career. Draw on the above values to develop a vision or purpose statement for your career.

Example: I value professional recognition, collegial relationships and making a contribution. I thoroughly enjoy my current position as a 7th grade teacher. I hope to continue in this position, but also gain recognition as having skills in integrating technology into teaching and learning. I would like to assist other faculty interested in using technology. I want to continuously be improving my own teaching by actively rethinking my lessons and putting into practice my knowledge of using technology.

Goals
Goals are measurable results or outcomes that link to your vision.

Tips for developing goals statements

- Make sure the goal you are working for is something you really want.
- One goal can not contradict another of your other goals.
- Write your goal in the positive instead of the negative.
- Write your goal out in complete detail. Include the achievement **date**.

Example:

Goal: By the start of the school year 2009-2010, I will revise three units to incorporate engaged learning and technology.